


**RAHA INTERNATIONAL SCHOOL**

**GARDENS CAMPUS**

POLICIES

Policy title	Excursions Policy
Policy number	GC_POL_EX_007
Policy Version	2
Effective date	September 2022
Scheduled review date	September 2025

Prepared by	Name

Approving Committee	Name	Signature
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### Rationale:

This policy supports the participation by Raha International School students in UAE day trips excursions.

Raha International School recognizes the additional responsibility and level of care that must be undertaken when students are taken on day trips. This policy is intended to clarify requirements for the planning of excursions of this nature to ensure that legal obligations are met and that the values of the school are upheld in what is undertaken. This policy, together with the UAE Day Trips

Excursion Manual, will also establish a formal procedure for staff to obtain the necessary approval for excursions of this type.

### **Aims:**

To establish protocols and procedures that effectively manages all stages of an UAE day trip excursion.

### **Implementation:**

Implementation procedures are detailed in the supplement UAE Day Trips Excursion Manual.

#### **Students under 12 years can participate in:**

- All educational activities allowed at the school level.
- Educational and recreational trips to be held inside the city of the school provided that the distance between the school and the trip place shall not exceed a period of 45 minutes by bus.
- Participate in international or regional competition or conferences organized by institutions or organizations that address ADEK officially via the school, provided that the guardian shall accompany the student for this activity after approval of the related authorities (within limits).

#### **Students under 12 years cannot participate in:**

- Activities requiring overnight stay are not allowed, and the school management shall design these activities over two days so that the students are allowed to participate in these activities starting from 8 AM to 7 PM as maximum time.
- Visiting shopping centers, parks, water games are not allowed only within a limited extent and for educational reasons to be submitted to ADEK in accordance with requirements as part of below approvals procedures

### **Definition:**

UAE day trip excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site and within the borders of the United Arab Emirates.

### **Educational Value:**

UAE day trip excursions must have an educational purpose. The educational worth of such an excursion must be carefully assessed, especially in relation to the context of other events at the school.

### **Inclusivity:**

UAE day trip excursions must be accessible to students in the eligible grades. Consideration must be given to whether students with challenging circumstances will be able to participate in the UAE day trip excursion. Decisions on whether students with SEND concerns can participate will be made on a case-by-case basis in consultation with the Senior Management Team (SMT).

### **Duty of Care**

A duty of care is owed to students in the school environment and while on excursions. Excursions are potentially the most hazardous activities for school-related accidents. The duty of care owed to students applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays.

Teachers planning excursions must adopt a risk management approach to emergency response planning, including medical procedures, and should check relevant forecasts or other safety warnings, including fire bans, immediately prior to events. In consultation with relevant authorities, schools must be prepared to alter or cancel excursions due to emerging safety concerns. These decisions must be communicated to students and parents as soon as possible. *Students and staff are under no circumstances allowed to participate in privately arranged tours/excursions/etc. while they are participating in a UAE day trip excursion. The excursion starts when all students are registered with the supervising staff at the local meeting point and ends when students are 'handed' back to their guardians at the local meeting point.*

### **Teacher to Student ratios**

The number of teachers to accompany students for each excursion is detailed below as per Abu Dhabi Department of Education and Knowledge (ADEK) guidelines. The maximum number of students is decided by the principal and is also detailed below:

<b>Age Group</b>	<b>Ratio</b>
12 years and older	1:15
6-12 years	1:10
4-6 years	1:6
SEN	1:3

Groups of male and female students must be accompanied by a male and female teacher at all times. For groups of either male students or female students, at least one teacher of the same gender as the students must accompany the students.

### **Parents, Caregivers and Volunteers**

Parents, Caregivers and Volunteers will not be able to participate on school excursions.

### **Child Protection**

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people throughout all stages of an excursion, as they do in schools.

All departmental staff are also required to have current child protection training.

### **Risk Management**

A risk assessment is to be conducted and a risk management plan developed before approval can be given for any excursion.

Where a particular excursion activity requires special protective equipment or apparel (e.g. hard hats, helmets for snowboarding), these must be used. Staff and student safety must not be compromised. Students and staff on outdoor excursions should wear clothing that protects them from the sun, such as broad brimmed hats and longer sleeve lengths and apply at least a 30+ sunscreen. Students should also be encouraged to carry water in a non-breakable container.

Students participating in an excursion must not be permitted to engage in additional or alternative activities, which were not originally scheduled in the program, and for which parental or caregiver approval would normally have been required (e.g. horse riding or water activities).

### **Consent**

Signed consent forms granting permission for students to participate in an excursion and medical information are to be obtained from parents or caregivers. Consent forms do not cover multiple excursions.

The fact that parents or care givers consent to the participation of their child in an excursion does not remove the responsibility of school staff for taking all reasonably practicable steps to ensure the activity is safe.

Students without a signed consent form from a parent or caregiver must not be permitted to participate in a school excursion.

Medical information held by the school should, however, be updated at least annually and as required and take account of activities proposed for the excursion.

Information identifying food or other allergies, special dietary needs and other health care related issues (including prior conditions such as medical procedures in the last 12 months), should be provided by parents or caregivers. This information will assist planning to support students and minimise risks, including the risk of exposure to allergens for students at risk of anaphylactic reactions.

Excursion consent forms do not create any waiver of rights by the parent or the caregiver in relation to their child. The main purpose of consent forms and information forms is to give enough detail to parents and caregivers to allow them to make an informed decision about whether their child should attend the excursion. It is also to assist the parent or caregiver to provide relevant information to the school about the child's needs.

## **Transport**

Safe transport or a safe walking route is to be organised for excursions.

The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring staff and student safety.

Bus, rail and ferry services should be used for school excursions, wherever appropriate.

## **Bus and train travel**

When hiring buses or coaches for excursions, schools should attempt to hire vehicles with seatbelts wherever practicable and particularly for long distance travel outside urban areas. Seatbelts must be worn on buses and coaches when they are available.

In the case of large vehicles, the number of passengers must not exceed the number that the vehicle is licensed to carry.

When organising an excursion by rail, the teacher-in-charge should liaise with the travel provider concerning excursion concessions and other arrangements.

If students with disabilities are participating in an excursion accessible transport will be required.

## **Student Behaviour**

Students must behave appropriately at all times on excursions. Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.

Students and parents are required to read and sign the students' code of conduct for UAE day trip excursions that details, in full, any and all behaviour expectations while on the UAE day trip excursion and also details, in full, any and all consequences of 'breaking' the code of conduct. The school discipline policy applies outside of school hours and off school premises because there is a 'clear and close connection' between the school, the students and the activity in which they are engaged.

### Other

A UAE day trip excursion must have the endorsement of the principal.

Approval for UAE day trip excursions cannot be assumed. Funds relating to such excursions should not be committed prior to approval being granted.

Information needs to be communicated to parents so that they are aware that such excursions are approved school activities and that staff are acting as employees whilst on such excursions and will be required to exercise appropriate duty of care. Staff members **choose** to take part in such excursions. No obligation should be placed on staff to participate in, or to organize, such an excursion. Any extra remuneration, other than reimbursement of genuine pre-approved expenses should not be paid in respect of such excursions.

### Revision Log

Date	Changes	Reviewed By
09.2022	New Policy	Carol Pratt
08.2024	Policy Review	Carol Pratt

